STAFF REGULATIONS

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF REGULATIONS

1. The Staff Regulations of the United Nations are established by the General Assembly according to Article 101 of the Charter of the United Nations.

2. In its resolution 44/185 D of 19 December 1989, the General Assembly approved the recommendation contained in paragraph 58 of volume I of the report of the International Civil Service Commission 1/ to extend to 62 years the mandatory age of separation for new staff members entering into service after 1 January 1990 and included in the annex to the resolution the consequential amendment to staff regulation 9.5.

3. In section I.D of its resolution 44/198 of 21 December 1989, the General Assembly endorsed the recommendations contained in paragraph 261 of volume II of the report of the Commission 1/ concerning post adjustment. In section I.G of the same resolution, the Assembly approved the children's allowance in respect of disabled children, as indicated in paragraph 429 (e) of the Commission's report. In section I.H of the resolution, the Assembly approved revised rates of staff assessment for staff members with neither a dependent spouse nor a dependent child and also approved revised scales of gross and net salaries for staff in the Professional and higher categories. All these changes became effective from 1 July 1990. The consequential amendments to staff regulation 3.3 and to annex I to the Staff Regulations were included as annexes I and II to the resolution.

4. In section VIII of its resolution 45/241 of 21 December 1990, the General Assembly, recalling section I.H, paragraph 1, of its resolution 44/198 concerning the establishment of a floor net salary scale for staff in the Professional and higher categories, with effect from 1 July 1990, by reference

to the corresponding base net salary levels of officials in comparable positions serving at the base city of the comparator civil service, approved, with effect from 1 March 1991, the revised salary scale of gross and net salaries for staff in the Professional and higher categories, and included the consequential amendments to the Staff Regulations as annexes I and II to the resolution. In the same resolution, the Assembly approved changes in maximum admissible levels of expenses for the education grant as contained in paragraph 251 of the report of the Commission. 2/

5. In its resolution 45/251 of 21 December 1990, the General Assembly approved the amendment to annex I to the Staff Regulations in relation to the salary figure for the Administrator of the United Nations Development Programme and the Director-General for Development and International Economic Cooperation, as indicated in the annex to the resolution.

6. In its resolution 45/259 of 3 May 1991, the General Assembly approved several amendments to the Staff Regulations, to give effect to changes approved in previous resolutions adopted by the General Assembly at its forty-fourth and forty-fifth sessions, as indicated in previous paragraphs. These amendments appear in the annex to resolution 45/259 and refer to: (a) increases in the education grant, staff regulation 3.2; (b) the dependency allowance for a disabled child, staff regulation 3.4; (c) the elimination of the 18-month home leave cycle, staff regulation 5.3; (d) salary rates for an Under-Secretary-General and an Assistant Secretary-General, annex I, paragraph 1, to the Staff Regulations; (d) new salary steps for the Professional and higher categories and intervals after which they should be put into effect, annex I, paragraph 4, to the Staff Regulations; (e) the deletion of the last sentence in annex I, paragraph 9, and of the schedules of post adjustments in same annex; and (f) the deletion of the phrase "adjusted by the movement of the weighted average of post adjustment" in annexes III and IV of the Staff Regulations.

7. The revised text of the Staff Regulations of the United Nations, effective 1 January 1991, unless otherwise provided in the pertinent resolutions, is transmitted herewith.

Javier PEREZ DE CUELLAR
Secretary-General

Notes

1/ Official Records of the General Assembly, Forty-fourth Session, Supplement No. 30 (A/44/30).

2/ Ibid., Forty-fifth Session, Supplement No. 3 (A/45/30).

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staffs shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staffs shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

The General Assembly established the Staff Regulations of the United Nations according to Article 101 of the Charter by resolution 590 (VI) of 2 February 1952 and amended them thereafter by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolutions 1225 (XII) and 1234 (XII) of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967, resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968, resolution 2742 (XXV) of 17 December 1970, resolution 2888 (XXVI) of 21 December 1971, resolution 2990 (XXVII) of 15 December 1972, resolution 3008 (XXVII) of 18 December 1972, resolution 3194 (XXVIII) of 18 December 1973, resolutions 3353 (XXIX) and 3358 B (XXIX) of 18 December 1974, resolution 31/141 B of 17 December 1976, resolution 32/200 and decision 32/450 B of 21 December 1977, resolution 33/119 of 19 December 1978, decision 33/433 of 20 December 1978, resolution 35/214 of 17 December 1980, decision 36/459 of 18 December 1981, resolution 37/126 of 17 December 1982, resolution 37/235 C of 21 December 1982, resolution 39/69 of 13 December 1984, resolutions 39/236 and 39/245 of 18 December 1984, decision 40/467 of 18 December 1985, resolutions 41/207 and 41/209 of 11 December 1986, resolutions 42/221 and 42/225 of 21 December 1987, resolution 43/226 of 21 December 1988, resolution 44/185 of 19 December 1989, resolution 44/198 of 21 December 1989, resolutions 45/241 and 45/251 of 21 December 1990 and resolution 45/259 of 3 May 1991.

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STAFF REGULATIONS OF THE UNITED NATIONS

Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the chief administrative officer, shall provide and enforce such staff rules consistent with these principles as he considers necessary.

Article I

Duties, obligations and privileges

Regulation 1.1: Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.

Regulation 1.2: Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.

Regulation 1.3: In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any Government or from any other authority external to the Organization.

Regulation 1.4: Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Regulation 1.5: Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position that has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

Regulation 1.6: No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of staff regulation 1.2 and with the individual's status as an international civil servant.

Regulation 1.7: Staff members may exercise the right to vote but shall not engage in any political activity that is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

Regulation 1.8: The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

Regulation 1.9: Members of the Secretariat shall subscribe to the following oath or declaration:

> "I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to the Organization."

Regulation 1.10: The oath or declaration shall be made orally by the Secretary-General at a public meeting of the General Assembly. All other members of the Secretariat shall make the oath or declaration before the Secretary-General or his authorized representative.

Article II

Classification of posts and staff

Regulation 2.1: In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

Article III

Salaries and related allowances

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2: (a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university, or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the first $11,000 of admissible educational expenses, up to a maximum grant of $8,250. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General but not in an amount exceeding the cost of such a journey between the home country and the duty station.

(b) The Secretary-General shall also establish the terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs up to $3,000 a year may be paid in respect of children in school attendance at the primary and secondary levels.

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the educational expenses actually incurred, up to a maximum of $11,000.

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates;

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

(In percentages)

Total assessable payments (United States dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions
First $15 000 per year	4
Next $10 000 per year	20
Next $10 000 per year	25
Next $20 000 per year	29
Next $20 000 per year	32
Next $20 000 per year	35
Next $30 000 per year	37
Remaining assessable payments	39

Total assessable payments (United States dollars)	Staff assessment rates used in conjunction with gross base salaries and the gross amounts of separation payments	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First $15 000 per year	13.0	17.5
Next $5 000 per year	31.0	34.3
Next $5 000 per year	34.0	38.6
Next $5 000 per year	37.0	41.9
Next $5 000 per year	39.0	43.9
Next $10 000 per year	41.0	46.0
Next $10 000 per year	43.0	48.6
Next $10 000 per year	45.0	50.4
Next $15 000 per year	46.0	50.6
Next $20 000 per year	47.0	54.1
Remaining assessable payments	48.0	57.0

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (United States dollars)	Assessment (percentage)
First $2 000 per year	11
Next $2 000 per year	14
Next $2 000 per year	17
Next $2 000 per year	20
Next $4 000 per year	22
Next $4 000 per year	24
Next $4 000 per year	26
Next $6 000 per year	28
Next $6 000 per year	30
Next $6 000 per year	32
Next $8 000 per year	34
Remaining assessable payments	36

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 6 of annex I to the present Regulations;

(iv) In the case of staff members whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff member concerned are approved;

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him or her;

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year;

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X);

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him or her by the United Nations, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her provided that:

(i) The amount of such refund shall in no case exceed the amount of his or her income taxes paid and payable in respect of his or her United Nations income;

(ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;

(iii) Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;

(iv) A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.

Regulation 3.4: (a) Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances as follows:

(i) At $1,050 a year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;

(ii) At $2,100 for each disabled child. However, if the staff member has no dependent spouse and is entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3 in respect of a disabled child, the allowance will be $1,050 for that child;

(iii) Where there is no dependent spouse, a single annual allowance of $300 a year for either a dependent parent, a dependent brother or a dependent sister;

(b) If both husband and wife are staff members, one may claim, for dependent children, under subparagraph (a) (i) and (ii) above, in which case the other may claim only under subparagraph (a) (iii) above, if otherwise entitled;

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 6 or paragraph 7 of annex I to the present Regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim *or dependency allowances shall be made each year.

Article IV

Appointment and promotion

Regulation 4.1: As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment each staff member shall receive a letter of appointment in accordance with the provisions of annex II to the present Regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

Regulation 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Regulation 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Regulation 4.4: Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply, on a reciprocal basis, to the specialized agencies brought into relationship with the United Nations.

Regulation 4.5: (a) Appointment of Under-Secretaries-General and of Assistant Secretaries-General shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with the present Regulations as the Secretary-General may prescribe;

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards that staff members shall be required to meet before appointment.

Article V

Annual and special leave

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

Regulation 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. However, in the case of service at designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months. A staff member whose home country is the country of his or her official duty station or who continues to reside in his or her home country while performing his or her official duties shall not be eligible for home leave.

Article VI

Social security

Regulation 6.1: Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulation 6.2: The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

Article VII

Travel and removal expenses

Regulation 7.1: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members, their spouses and dependent children.

Regulation 7.2: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Article VIII

Staff relations

Regulation 8.1: (a) The Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies;

(b) Staff representative bodies shall be established and shall be entitled to initiate proposals to the Secretary-General for the purpose set forth in subparagraph (a) above. They shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Secretary-General;

(c) Cancelled.

Regulation 8.2: The Secretary-General shall establish joint staff/management machinery at both local and Secretariat-wide levels to advise him regarding personnel policies and general questions of staff welfare as provided in regulation 8.1.

Article IX

Separation from service

Regulation 9.1: (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he or she is, for reasons of health, incapacitated for further service;

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

(i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;

(ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light that, if they had been known at the time of his appointment, should, under the standards established in the Charter, have precluded his appointment;

No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General;

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned;

(b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in subparagraph (a) above, or for such other reason as may be specified in the letter of appointment;

(c) In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may at any time terminate the appointment if, in his opinion, such action would be in the interest of the United Nations.

Regulation 9.2: Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

Regulation 9.3: (a) If the Secretary-General terminates an appointment the staff member shall be given such notice and such indemnity payment as may be

applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in annex III to the present Regulations;

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

Regulation 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants within the maximum rates and under the conditions specified in annex IV to the present Regulations.

Regulation 9.5: Staff members shall not be retained in active service beyond the age of sixty years or, if appointed on or after 1 January 1990, beyond the age of sixty-two years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases.

Article X

Disciplinary measures

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

He may summarily dismiss a member of the staff for serious misconduct.

Article XI

Appeals

Regulation 11.1: The Secretary-General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

Regulation 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

Article XII

General provisions

Regulation 12.1: The present Regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

Regulation 12.2: Such staff rules and amendments as the Secretary-General may make to implement the present Regulations shall be provisional until the requirements of regulations 12.3 and 12.4 below have been met.

Regulation 12.3: The full text of provisional staff rules and amendments shall be reported annually to the General Assembly. Should the Assembly find that a provisional rule and/or amendment is inconsistent with the intent and purpose of the Regulations, it may direct that the rule and/or amendment be withdrawn or modified.

Regulation 12.4: The provisional rules and amendments reported by the Secretary-General, taking into account such modifications and/or deletions that may be directed by the General Assembly, shall enter into full force and effect on 1 January following the year in which the report is made to the Assembly.

Regulation 12.5: Staff rules shall not give rise to acquired rights within the meaning of regulation 12.1 while they are provisional.

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Administrator of the United Nations Development Programme, having the status equivalent to that of the executive head of a major specialized agency, shall receive a salary of $US 151,233 a year; the Director-General for Development and International Economic Cooperation shall receive a salary of $US 151,233 a year; an Under-Secretary-General shall receive a salary of $US 121,635 a year; and an Assistant Secretary-General shall receive a salary of $US 110,000 a year, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting to make additional payments to the Director-General for Development and International Economic Cooperation, to Under-Secretaries-General and to Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments to step XII of the Associate Officer level, steps XIV and XV of the Second Officer level, steps XIII, XIV and XV of the First Officer level, steps XI, XII and XIII of the Senior Officer level and above step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Directors and, where offices are away from Headquarters, to their heads, to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

6. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel, and to technical assistance experts.

7. The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.

8. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

9. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

10. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

Annual gross salaries and net equivalents after application of staff assessment

Effective 1 July 1990

(In United States dollars)

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG Gross ...	121 635														
Net D ...	73 050														
Net S ...	65 255														
Assistant Secretary-General															
ASG Gross ...	110 000														
Net D ...	67 000														
Net S ...	60 485														
Director															
D-2 Gross ...	89 189	91 251	93 313	95 375	97 438	99 500									
Net D ...	56 070	57 163	58 256	59 349	60 442	61 535									
Net S ...	51 423	52 369	53 316	54 262	55 209	56 156									
Principal Officer															
D-1 Gross ...	78 333	80 068	81 834	83 600	85 366	87 132	88 898	90 664	92 430						
Net D ...	50 300	51 236	52 172	53 108	54 044	54 980	55 916	56 852	57 788						
Net S ...	46 393	47 236	48 047	48 857	49 668	50 479	51 289	52 100	52 910						
Senior Officer															
P-5 Gross ...	68 611	70 180	71 748	73 317	74 885	76 454	78 022	79 591	81 181	82 779	84 377	85 975	87 574		
Net D ...	45 050	45 897	46 744	47 591	48 438	49 285	50 132	50 979	51 826	52 673	53 520	54 367	55 214		
Net S ...	41 659	42 423	43 186	43 950	44 714	45 478	46 242	47 006	47 747	48 481	49 214	49 948	50 681		
First Officer															
P-4 Gross ...	55 818	57 320	58 822	60 324	61 825	63 327	64 829	66 356	67 885	69 415	70 944	72 474	74 004	75 533	77 063
Net D ...	38 050	38 876	39 702	40 528	41 354	42 180	43 006	43 832	44 658	45 484	46 310	47 136	47 962	48 788	49 614
Net S ...	35 346	36 091	36 836	37 581	38 325	39 070	39 815	40 560	41 305	42 050	42 795	43 540	44 285	45 030	45 775
Second Officer															
P-3 Gross ...	45 088	46 449	47 811	49 172	50 533	51 895	53 256	54 618	56 015	57 425	58 836	60 247	61 658	63 069	64 480
Net D ...	31 950	32 726	33 502	34 278	35 054	35 830	36 606	37 382	38 158	38 934	39 710	40 486	41 262	42 038	42 814
Net S ...	29 825	30 528	31 230	31 933	32 635	33 338	34 040	34 743	35 443	36 143	36 843	37 543	38 242	38 942	39 642
Associate Officer															
P-2 Gross ...	35 831	37 007	38 183	39 359	40 536	41 712	42 888	44 064	45 249	46 467	47 684	48 902			
Net D ...	26 490	27 184	27 878	28 572	29 266	29 960	30 654	31 348	32 042	32 736	33 430	34 124			
Net S ...	24 856	25 488	26 119	26 751	27 383	28 014	28 646	29 277	29 908	30 537	31 165	31 793			
Assistant Officer															
P-1 Gross ...	26 857	27 916	28 975	30 034	31 128	32 221	33 315	34 408	35 519	36 649					
Net D ...	20 970	21 637	22 304	22 971	23 638	24 305	24 972	25 639	26 306	26 973					
Net S ...	19 779	20 394	21 009	21 624	22 238	22 851	23 465	24 078	24 689	25 296					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES a/

Annual gross salaries and net equivalents after application of staff assessment

Effective 1 March 1991

(In United States dollars)

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG Gross ...	128 659														
Net D ...	76 702														
Net S ...	68 853														
Assistant Secretary-General															
ASG Gross ...	116 442														
Net D ...	70 350														
Net S ...	63 600														
Director															
D-2 Gross ...	94 478	96 644	98 809	100 993	103 200	105 407									
Net D ...	58 873	60 021	61 169	62 316	63 464	64 612									
Net S ...	53 995	54 990	55 983	56 957	57 906	58 855									
Principal Officer															
D-1 Gross ...	83 047	84 902	86 756	88 610	90 465	92 319	94 173	96 028	97 882						
Net D ...	52 815	53 798	54 781	55 763	56 746	57 729	58 712	59 695	60 677						
Net S ...	48 749	49 600	50 451	51 302	52 153	53 004	53 855	54 707	55 558						
Senior Officer															
P-5 Gross ...	72 782	74 429	76 076	77 723	79 370	81 036	82 714	84 392	86 070	87 748	89 426	91 104	92 782		
Net D ...	47 302	48 192	49 081	49 971	50 860	51 749	52 639	53 528	54 417	55 307	56 196	57 085	57 975		
Net S ...	43 784	44 598	45 412	46 225	47 039	47 826	48 596	49 366	50 136	50 906	51 677	52 447	53 217		
First Officer															
P-4 Gross ...	59 277	60 854	62 431	64 008	65 596	67 202	68 808	70 414	72 020	73 626	75 232	76 839	78 445	80 052	81 688
Net D ...	39 952	40 820	41 687	42 554	43 422	44 289	45 156	46 024	46 891	47 758	48 625	49 493	50 360	51 227	52 095
Net S ...	37 101	37 884	38 666	39 448	40 234	41 028	41 821	42 615	43 408	44 201	44 995	45 788	46 582	47 374	48 125
Second Officer															
P-3 Gross ...	47 890	49 320	50 749	52 179	53 608	55 039	56 521	58 002	59 483	60 965	62 446	63 928	65 417	66 926	68 435
Net D ...	33 547	34 362	35 177	35 992	36 807	37 621	38 436	39 251	40 066	40 881	41 695	42 510	43 325	44 140	44 955
Net S ...	31 325	32 060	32 795	33 530	34 265	34 999	35 734	36 469	37 204	37 939	38 673	39 408	40 146	40 891	41 637
Associate Officer															
P-2 Gross ...	38 075	39 311	40 546	41 781	43 016	44 251	45 503	46 781	48 060	49 338	50 617	51 895			
Net D ...	27 814	28 543	29 272	30 001	30 729	31 458	32 187	32 915	33 644	34 373	35 101	35 830			
Net S ...	26 101	26 768	27 435	28 102	28 769	29 436	30 099	30 755	31 413	32 070	32 727	33 384			
Assistant Officer															
P-1 Gross ...	28 521	29 633	30 769	31 917	33 065	34 214	35 374	36 561	37 748	38 935					
Net D ...	22 018	22 719	23 419	24 120	24 820	25 520	26 221	26 921	27 621	28 322					
Net S ...	20 776	21 422	22 066	22 710	23 354	23 999	24 642	25 283	25 924	26 565					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

a/ This scale represents the result of a consolidation of five multiplier points of post adjustment into net base salary. There will be consequential adjustments in the post adjustment indices and multipliers at all duty stations, effective 1 March 1991. Thereafter, changes in post adjustment classifications will be effected on the basis of the movements of the newly consolidated post adjustment indices.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question, and to changes that may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions that may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

Annex III

TERMINATION INDEMNITY

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:

Completed years of service	Months of gross salary, less staff assessment, where applicable a/ or Months of pensionable remuneration less staff assessment, where applicable b/		
	Permanent appointments	Temporary appointments which are not for a fixed term	Temporary appointments for a fixed term exceeding six months
Less than 1	Not applicable	Nil)	One week for each month
1	Not applicable	1)	of uncompleted service
2	3	1)	subject to a minimum of
3	3	2)	six weeks' and a
4	4	3)	maximum of three months'
5	5	4)	indemnity pay
6	6	5	3
7	7	6	5
8	8	7	7
9	9	9	9
10	9.5	9.5	9.5
11	10	10	10
12	10.5	10.5	10.5
13	11	11	11
14	11.5	11.5	11.5
15 or more	12	12	12

a/ For staff in the Professional and higher categories and in the Field Service category.

b/ For staff in the General Service and related categories.

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of the present annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds;

(c) A staff member whose appointment is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of the present annex;

(d) No indemnity payments shall be made to:

A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

A staff member who has a temporary appointment that is not for a fixed term and that is terminated during the first year of service;

A staff member who has a temporary appointment for a fixed term that is completed on the expiration date specified in the letter of appointment;

A staff member who is summarily dismissed;

A staff member who abandons his or her post;

A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund;

(e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the United Nations, as follows:

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor dependent child at time of separation	
		Professional and higher categories	General Service category
	Weeks of gross salary, less staff assessment, where applicable a/ or Weeks of pensionable remuneration less staff assessment, where applicable b/		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

a/ For staff in the Professional and higher categories and in the Field Service category.

b/ For staff in the General Service and related categories.

Litho in United Nations, New York

21712—August 1991—24,000